

RECYCLING INFORMATION PROGRAM COORDINATOR

GRADE 28

FLSA Status: Non-Exempt

GENERAL DEFINITION OF WORK:

Performs difficult paraprofessional and administrative work, coordinating the County's recycling programs; does related work as required. Work is performed under regular supervision. Position is considered essential personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Preparing and presenting public education information and programs; developing and implementing recycling programs; monitoring progress of program; preparing reports.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Writes, produces and distributes newsletters, brochures and other educational literature; oversees and participates in preparation of newsletters, brochures and other publications; monitors progress on projects and checks quality and accuracy of work.
- Updates information on internet and intranet websites; monitors sites to maintain accurate information.
- Researches, develops materials and presents educational programs for litter prevention, recycling and landfill operations to various community organizations.
- Maintains DMV Abandoned Vehicle Program.
- Maintains and organizes education program records, files and pictures.
- Creates and updates displays for education programs and information areas.
- Contacts collection sites and distributes information.
- Develops and implements awards programs for community and employees.
- Develops volunteer program for assistant in litter clean-ups, community events and other initiatives.
- Attends VCLPR, VRA and other professional organization meetings and conferences.
- Develops and implements presentations for community events including organizing and tending educational booths at community events during various hours, including weekends.
- Tracks education contacts, contact hours with residents, schools and businesses, along with number of publications distributed; prepares annual report determining program progress.
- Reads and interprets recycling statistics for use in education presentations.
- Researches and prepares supply orders for recycling program.
- Tracks information for yearly Virginia DEQ recycling and litter prevention education grant.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the practices and techniques of recycling and solid waste management programs; thorough knowledge of program objectives, procedures and organization; general knowledge of modern office practices, procedures and equipment; ability to devise detailed procedures and methodology; ability to communicate ideas effectively, both orally and in writing; ability to prepare records and reports; ability to establish and maintain effective working relationships with County officials, associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in education, marketing.

PHYSICAL REQUIREMENTS:

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires reaching, standing, walking, lifting, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions.

SPECIAL REQUIREMENTS:

Possession of a valid appropriate driver's license issued by the Commonwealth of Virginia.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.